

2254 FIRST AID BOXES AND EYE WASH STATIONS

Chapter: **Sununu Youth Services Center**

Section: **Healthcare**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive:

Approved:

Effective Date: **01-01-09**

Scheduled Review Date: **01-01-11**

William W. Fenniman, DJJS Director

Related Statute(s):

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s): **First Aid Box Contents Check Off List, Locations of First Aid Boxes and Eye Wash Stations**

Bridges' Screen(s) and Attachment(s):

First aid boxes are located throughout SYSC in order to ensure the medical well being of SYSC residents and staff. The boxes shall be replenished as they are used, and checked annually quarterly. The contents, number, location, and inspection protocol shall be approved by the SYSC Health Authority. Eye wash stations are strategically placed throughout the facility for the purpose of eye irrigation.

Purpose

The purpose of this policy is to establish the procedure for developing and maintaining the SYSC's first aid boxes and eye wash stations.

PROCEDURE

I. **First Aid Kits:**

- A. Location: First aid boxes are to be located in the following areas: each residential building (E, F, G, and H), the School Office, the Auto Shop, the Culinary Arts area, the medication room adjacent to the Dining Hall, Pool filter area, "Trusted" weight room, Gym office, Field/Reception Office, Wood shop, Kitchen, Training area, Supervisors office, Automobiles (six), Employee auto shop.
- B. Maintenance: First aid boxes shall be collected, examined, and restocked on a annual basis (every 3 months).
 1. Nursing staff shall distribute a quarterly letter via email to the person(s) responsible for monitoring the use of first aid boxes in each area. The letter shall request that the boxes be delivered to the Medical Department on a certain date and by a certain time.
 2. The first aid boxes shall be examined and replenished by a night nurse and returned to the drop-off location in Medical Department.
 3. The first aid boxes shall be picked up the next morning by the same person(s) who delivered them to the Medical Department and shall be returned to their proper locations.
- C. Inspection: The first aid boxes shall be delivered to the Medical Department for updating on an as-needed basis (whenever the seal is broken) or when requested annually.

D. Replenishing Supplies

1. The boxes are cleaned with antiseptic cleanser.
2. The contents are checked and out-dated materials are removed.
3. Supplies are replaced, using the First Aid Box Checklist as a guide (see attached checklist). This list shall also be placed in each first aid box to facilitate reordering by the nursing staff.
4. The date of the check is entered in magic-marker inside the lid of the box.
5. Contents:
 - (a) Sponges (4" X 4") (six).
 - (b) Cling bandage (2" or 3") (one).
 - (c) Adhesive tape (1").
 - (d) Band-Aids (on unit).
 - (e) Extra large band-aids (four).
 - (f) Eye patch (two).
 - (g) Vinyl gloves (three pairs).
 - (h) Red plastic bag (two).
 - (i) Scissors (bandage) (one).
 - (j) CPR mask (one).
 - (k) Bacitracin packets (five).
 - (l) Alcohol wipes (five).
 - (m) Pen and paper.
 - (n) Checklist of equipment.
 - (o) BBP supplies (cleanser, paper towel).
 - (p) Airway.
6. Provide First Aid to the level of your training.

II. **Eye Wash Stations:**

A. Locations:

1. Medical
 2. Auto Shop
 3. Wood Shop
 4. Kitchen
 5. Culinary Arts
 6. E unit – one on each floor
 7. F unit – one on each floor
 8. G unit – one on each floor
 9. H unit – one on each floor
 10. Maintenance
- B. Maintenance:
1. Return to medical upon use for refill.
 2. Monitor expiration dates.
 3. Change contents annually.
- C. Inspection:
1. Visually inspect water for foreign bodies.
 2. Check annually.
- D. Replenish:
1. Replenish following use or annually which ever comes first.
- E. Contents:
1. Eye wash station will have one or two specially designated bottles for irrigating eye.
- F. Always contact Medical when using eye wash station.

Health Authority Signature

Date

FIRST AID KITS LOCATION MASTER LIST

Number	Location
1	E Building
2	F Building
3	G Building
4	H Building
5	School Office
6	The Auto Shop
7	The Culinary Arts Area
8	Medication Room adjacent to dining area
9	Supervisor's Office
10	Pool Filter Area
11	"Trusted" Weight Room
12	Gym Office
13	Field / Reception Office
14	Wood Shop
15	Kitchen
16	Raining Area
17	Automobile
18	Automobile
19	Automobile
20	Automobile
21	Automobile
22	Automobile
23	Auto Shop (Employee)